



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Central Administration Offices
155 Merrimack Street
Lowell, MA 01852

Tel: 978-674-4324
Fax: 978-937-7609
E-Mail: jhall@lowell.k12.ma.us

To: Superintendent
From: James Hall
Date: July 20, 2023
Re: Request for Update of Job Description

Enclosed is the last job posting for Confidential Secretary of the Superintendent of Schools. Request that the School Committee review the enclosed job description and consider any updates, including but not limited to updating the salary in recognition of the approved raises that have been voted on for unaffiliated positions, which brought the current salary up to \$72,124.52.

Currently, the salary range, last approved for new hires, is \$53,000 to \$62,000. I recommend that the salary range be changed to "\$65,000.00 to \$75,00.00 annually, dependent upon experience and education."